

CONTRA COSTA COUNTY SUPERVISOR FEDERAL D. GLOVER DISTRICT FIVE 315 E. Leland Road Pittsburg, CA 94565

Immediate Release

INFORMATION: Lynn Reichard (925) 427-8138

OPENING FOR THE BETHEL ISLAND RECORDING SECRETARY

PITTSBURG – (Feb. 23, 2009) District Five Supervisor Federal D. Glover announced an opening for the Bethel Island Municipal Advisory Council (MAC) Recording Secretary. The current opening is created by the restructuring of the Countywide Municipal Advisory Councils.

The Bethel Island Municipal Advisory Council meets on the second Tuesday of every month at 6 pm. At Scouts Hall.

The Recording Secretary responsibilities includes contacting the Chair prior to agenda posting for inputs and/or updates, posting of the agenda 96 hours prior to the meeting at the Bethel Island Post Office, on the Bethel Island News website, and Supervisor Glover's office for posting on their website, emailing the information to Bethel Island MAC members, calling all MAC members and departments on the day before the meeting as a reminder, provide agenda and minutes to MAC members at the meeting, record all minutes of meetings, after approval submit meeting minutes to Supervisor Glover's office, pick up mail at the Post Office and review with Chair on a weekly basis, distribute all notices of variances and permits to MAC members prior to monthly meeting for review.

Applicants must reside in the unincorporated community of Bethel Island and will receive compensation

Interested individuals should send their resumes' to Supervisor Glover's office at 315 E. Leland Road, Pittsburg, CA 94565.

For more information, contact Lynn Reichard at 925-427-8138. Resumes must be received in Supervisor Glover's office by the end of the work day Friday, March 6, 2009.